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Safe Job Procedures

Name of Job: Changing a Propane Cylinder	Development Date: March 30th, 2011	Developed By: CSNS
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Possible Hazards Present

Explosion	Burns	Muscle strain
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Personal Protective Equipment (PPE) and Devices Recommended

Steel toed boots	Gloves	Face shield
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What is a proper safe job procedure to follow?

- Check for date of manufacture or the last valid inspection date (10 years or less).
- Visually inspect the cylinder for cuts, gouges, dents and rusting.
- Test for leakage which may render cylinder defective. Use soap or leak detector (service valve, valve, sight gauge, relief valve, vent valve).
- Check that the relief valve fitting is approximately 90° from the locating holes and secure.
- Check service valve for defects (handle broken, spindle bent, defective or missing "O" ring or back up ring).
- Fill valve cover in place (if applicable).
- Check to ensure valve is closed before connecting to coupler.
- Open flow control valve slowly (check for leakage).
- Tag defective cylinder, noting defect and report to a supervisor.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.